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TOP SECRET

25 May 1984

Weekly Report

Directorate of Administration

- The bid opening for the powerhouse modifications was held at GSA on 22 May. Twelve bids were received. It appears that the contract price will be \$16,000,000, somewhat less than the Agency had anticipated.

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Directorate of Operations - No report.

Directorate of Science and Technology

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Directorate of Intelligence - See tab.

National Intelligence Council

- NIO at Large (Hal Ford) presented recommendations to the DCI concerning improvements in the National Estimates process; brokered CIA working-level responses to questions raised by NSC staff member John Lenczowski on the technical feasibility of possible VOA broadcasting to the USSR [redacted] and prepared additional responses to Mr. Lenczowski concerning the progress of an interagency working group on [redacted] Radio Marti.

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- NIO/Counterterrorism (David Whipple) briefed the DIA Advisory Committee on Community organization, plans for dealing with terrorism. [redacted] participated in a Pentagon seminar on warning for J-2s of US military commands, on interagency cooperation and coordination of the intelligence aspects of terrorism and on the impact of [redacted] in accelerating improvements.

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Office of General Counsel - See tab.

Office of Inspector General - No report.

Office of Comptroller

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Office of Legislative Liaison - No report.

Public Affairs Office

- From all reports, the DCI's commencement day speech at Bryant College was well received.
- Cable News Network aired a three-part series on CIA. The series was not very newsworthy or troublesome.

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- Congressman Bill Young, Member of HPSCI, requested a briefing for 20 of his constituents who are members of the Chamber of Commerce in St. Petersburg, Florida. On 29 May John McMahon and Dick Kerr will address the group which will be visiting the building.

Upcoming Calendar

DCI out of city through 5 June.

- 31 May - Meeting with Assistant to the President for National Security Affairs
(Acting DCI)
- 1 June - Breakfast with Secretary of Defense (Acting DCI)
 - Lunch with Secretary of State (Acting DCI)

DDA 84-0046/20
25 May 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 25 May 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

Various elements of the Directorate worked closely with White House staffers and other Agency offices to ensure the successful groundbreaking ceremony on 24 May.

2. Items/events of interest:

a. The bid opening for the powerhouse modifications was held at GSA on 22 May. Twelve bids were received. Although formal notification of a winner has not yet been made, it appears that the contract price will be \$16,000,000, somewhat less than the Agency had anticipated.

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(2) Office of Personnel representatives continue the maintenance of the DCI's excellence program by providing briefings on a variety of personnel related issues such as benefits and services, personnel planning, recruitment and implementation of the DCI's excellence items. Groups briefed include the Midcareer Course, Management Development Course, the Advanced Intelligence Seminar, Overseas Orientation Course, the COS Seminar, as well as many Office and Division Staff meetings.

d. On the basis of information provided to OE [] 25X1
[] it appears Association Benefit Plan (ABP) benefits will 25X1
be increased and premiums will be reduced for 1985. The Office
of Personnel presented the proposed 1985 ABP rates to the
Government Employees Health Association Board of Directors at the
21 May meeting. Specific details will be made available when
known.

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h. An OTE Language School senior Russian instructor, has produced a book [] for English speakers planning to travel in the Soviet Union. The 400 page book contains 40 chapters presenting the most essential topics for everyday conversation. Each chapter is accompanied by cartoons and illustrations pertaining to the theme of that chapter. The book will be distributed to all U.S. Government language schools as well as to interested offices throughout the Intelligence Community.

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i. The first week of the Midcareer Course No. 89 was highlighted by evening sessions with the Executive Director, who discussed the management of CIA from an historical perspective, and the DDA, who gave candid consideration to the major issues in his Directorate that affect the entire Agency.

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k. The Office of Communications has begun video recording technical and operational training courses on the older systems and equipments being replaced through the Capitalization effort. The purpose of this is to archive the information for historical purposes, as well as have it available in a format which could easily be used as a training aid should the need arise.

l. The final screening of the 198 cubic feet of OSS records held by NARS has been completed. Agency representatives conducting the screening found a modest amount of material that required protection, mostly foreign government information, and it was marked appropriately. Guidance was also provided for review of OSS records yet to be accessioned. The screening of the remaining OSS records (approximately 2,800 cubic feet) will be done at the Agency Archives and Records Center (AARC).

m. The Archivist and Records Officer for the National Security Agency and several members of his staff visited OIS on 23 May to be briefed on the Agency's records management program. After the meeting, NSA and Agency representatives traveled to the Records Center [] for a briefing and tour of the facility.

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3. Significant activities anticipated during the coming week:

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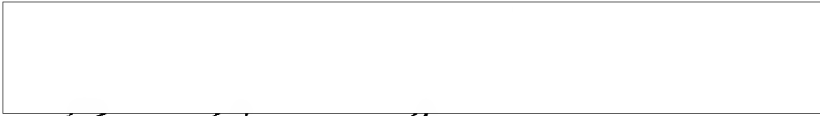
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b. On Wednesday afternoon, 30 May, the DDA will attend a farewell reception at the Pentagon hosted by the Secretary of Defense for Mr. Vince Puritano. "11" 7 "11"

c. On Friday afternoon, 1 June, the DDA and ADDA will attend the Ribbon Cutting Ceremony for the building addition at NPIC.

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Harry E. Fitzwater

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